

Warehouse Release Changes

School District/Name: _____

Release #: _____

Additions			Shaded areas are for State use only		
Commodity Code	Description	Number of Cases	Add To ECOS	Add To Allocations - Or	Add to shipment table

Deletions & Refusals					
Commodity Code	Description	Number of Cases	Delete from ECOS	Delete from Allocations- Or	Delete from shipment table

Change shipping location or send to Cook'n chill				
This does not change who is charged for the product.				
Commodity Code	Description	Number of Cases	New location	Change in shipping table

Due 10 days prior to the beginning of the release.

Fax to 801-538-7585 Attn: Char Johnson

For questions call Char Johnson at (801) 538-7688 or email charlene.johnson@schools.utah.gov